

Hopi Health Care Center



Department of Health & Human Service
Phoenix Area Indian Health Service
Hopi Health Care Center
P. O. Box 4000
Polacca, Arizona 86042



VACANCY ANNOUNCEMENT NO:
DE-HHCC-04-16

OPENING DATE
04/12/2004

CLOSING DATE
04/30/2004

POSITION/SERIES/GRADE/SALARY:
COMPLIANCE SPECIALIST
GS-0601-9, \$40,454 per annum
GS-0601-11, \$48,947 per annum
Salary Rate include locality payment

LOCATION/DUTY STATION:
Quality Management Division
Hopi Health Care Center
Polacca, Arizona

TYPE/NUMBER OF POSITION(S):
One (1) Permanent Full-Time

AREA OF CONSIDERATION
DHHS-IHS Wide

SUPERVISORY/MANAGEMENT
☒ Yes, may require one-year probationary period
☐ No

PROMOTION POTENTIAL:
☒ Yes, to grade level: GS-11
☐ No known potential

HOUSING:
☒ Tribal housing may be available
☐ Private housing only

TRAVEL EXPENSE:
☒ May be authorized for eligible employees
☐ No expenses authorized

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible with the overall responsibility of overseeing the Hopi Health Care Center (HHCC) Compliance Plan; maintains current regulatory resources; ensures regulatory and policy updates which are disseminated to HHCC employees; performs on-going monitoring of all areas of compliance and acts decisively on issues of potential non-compliance. Prepares, develops, oversees and implements the HHCC Compliance Plan including documentation, coding and billing practices with respect to requests for payments and/or reimbursements from Medicare or any other federally funded health care program or private insurance. Chairs the HHCC Compliance Committee. Develops and implements on-going training and educational programs for HHCC personnel and the HHCC communities to ensure understanding of federal and state laws and regulations involving ethical and legal business. Investigates any information of allegation concerning possible unethical or improper business practices, recommending corrective action. Prepares and finalizes reports to the Executive Management Team concerning the compliance activities and actions undertaken during the preceding quarter and recommendations for changes in the Compliance Program. Coordinates human resources issues with the Human Resources Specialist ensuring that the National Practitioner Data Bank and Cumulative Sanction Report are checked with respect to employees including medical staff and independent contractors. Functions as the Information Officer and releases appropriate information regarding the Center to the public/press. Performs other duties as assigned.

Qualification Requirements: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet the following requirements.

Basic Requirements: Degree: major study in an academic field related to the health sciences or allied sciences appropriate to the work of the position. **Applicant must provide official transcript showing type of degree awarded.**

In addition to meeting the basic requirement, applicants must have the specialized experience and/or directly related education as follows:

For GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree; and/or 52 weeks of specialized experience equivalent to at least GS-7.

For GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree, and/or 52 weeks of specialized experience equivalent to at least GS-9.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression. Experience which provided knowledge of the healthcare industry and/or experience with Medicare and third party payer coding and billing practices.

Condition of Employment: Immunization Requirement: If selectee was born after 12-31-56, he/she must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. The duty location may provide immunization or determine immunity or antibody through testing.

WHO MAY APPLY:

Applications will be accepted from **NON-STATUS** applicants (those individuals who have never held a career or career-conditional appointment in the federal service) and will be evaluated under competitive procedures.

Status applicants may apply under both the MPP and non-status application procedures. In this case, they must file two (2) applications for dual consideration.

Veterans: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encouraged to apply. Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION (CTAP).

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive the priority consideration you must:

1. Be a current (DHHS) career or career-conditional (tenure I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for the position that is at or below the grade level of the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successfully or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are applying priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g. submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position with undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure I or II) competitive service employee who:
 1. Received a specific RIF separation notice, or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place, or
 3. Retired with a disability and whose disability annuity has been or is being terminated, or
 4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
 5. Retired under the discontinued service retirement option, or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the requirements (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodation and is able to satisfactorily perform the duties of the position upon entry.

How and Where to Apply:

Interested applicants must submit one of the following: (1) **OF-612** (Optional Application for Federal Employment); (2) **SF-171** (Application for Federal Employment); (3) **Resume**; or (4) any other written format: **Plus** Transcript of college courses; a copy of your most recent performance appraisal (and any other necessary documentation pertinent to the position being filled) to the **Human Resources Office, Hopi Health Care Center, PO Box 4000, Polacca, Arizona 86042, by the close of business on the closing date.** Once an application is received, we will not honor requests for copies. **TELEFAXED COPIES WILL NOT BE ACCEPTED.** For information regarding this Vacancy Announcement, contact the Human Resources Office at (928) 737-6014 or (928) 737-6374

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for this position. **Specially, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code), day and evening phone numbers (with Area Codes).

3. Social Security Number.
4. Country of Citizenship.
5. Veteran Preference (attach DD-214). If you are claiming 10-point Veteran Preference (disabled, widow, wife, or mother of a totally disabled veteran), also submit a Standard Form 15 (claim for 10-point Veteran Preference) with the required documentary proof (VA Certification).
6. Reinstatement Eligibility (attach SF 50-B).
7. Highest Federal Civilian Grade held.
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), Majors, Type and Year of any Degree received (if no Degree show total semester or quarter hours earned). **Attach transcript.**
10. Work Experience (paid and nonpaid): Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, starting and ending dates (month and year), hours work per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
13. Performance Appraisal, if available, must be the most recent appraisal.
14. Supplement Questionnaire on Knowledges, Skills, and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.
15. Addendum Questionnaire for Child Care Positions with original signature and date. If submitted without original signature and date, the application is incomplete and will not be considered.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for the Veteran Preference determination, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of the Personnel Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in the loss of consideration for this position and/or a determination of unsuitability for Federal Employment.

This position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630; therefore, all applicants must sign the required “ Addendum to Declaration for Federal Employment”. Consideration for an offer of employment may be denied if there are affirmative responses on the addendum to the Declaration for Federal employment.

Selective Service Certification: If you are male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with Selective Service System.

Indian Preference: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health service is an Equal Opportunity Employer.

Equal Employment Opportunity: The Phoenix Area Indian Health Service and the Hopi Health Care Center are committed to providing Equal Employment Opportunity without regard to race, color, sex, age, national origin, religion, physical handicap or sexual orientation.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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**SUPPLEMENTAL QUESTIONNAIRE
On Knowledges, Skills and Abilities**

Position: **Compliance Specialist, GS-0601-9/11**

Vacancy Announcement No: **DE-HHCC-04-16**

Evaluation Method: Evaluation will be made of experience, performance appraisals, training, letters of recommendation, self-development, awards and outside activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement of your background as it relates to the knowledges, skills and abilities (KSA) outlined below and show the level of accomplishments and degree of responsibility. This supplement will be the principal basis for determining whether or not you are best qualified for the position. Describe your qualifications for the position and grade level for which you are applying:

1. Knowledge of Joint Commission on Accreditation of Health Care Organization (JCAHO), Medicare/Medicaid and third part requirements, CPT 4 and ICD-9 codes. What in your background shows you possess this knowledge?

What was the duration of these activities? (MM/YY to MM/YY)

Who can verify this information? (Please provide a telephone number)

2. Ability to analyze comparative studies, plan, coordinate, and implement compliance functions. What in your background shows you possess this ability?

What was the duration of these activities? (MM/YY to MM/YY)

Who can verify this information? (Please provide a telephone number)

3. Skill and knowledge of policy development and report writing. What in your background shows you possess this knowledge?

What was the duration of these activities? (MM/YY to MM/YY)

Who can verify this information? (Please provide a telephone number)

4. Knowledge of education techniques, methods and requirements for the development and presentation of compliance educational programs to Indian population being served. What in your background shows you possess this knowledge?

What was the duration of these activities? (MM/YY to MM/YY)

Who can verify this information? (Please provide a telephone number)

The information you provide is considered to be a part of your application and as such certified by your signature on the SF-171 or equivalent.

Signature

Date